

REPORTER'S STYLE PREFERENCES

Reporter's Name: _____

Phone Number: _____

Email Address: _____

Please list any specific style concerns or preferences: _____

CHOOSE YOUR PREFERENCES

Numbers

- | | | |
|---|--|--|
| <input type="checkbox"/> slashes in date (3/1/22) | <input type="checkbox"/> Exhibit No. 5 | <input type="checkbox"/> 10 percent |
| <input type="checkbox"/> hyphens in date (3-1-22) | <input type="checkbox"/> Exhibit Number 5 | <input type="checkbox"/> ten percent |
| <input type="checkbox"/> (952) 123-4567 | <input type="checkbox"/> Five o'clock | <input type="checkbox"/> \$2 million |
| <input type="checkbox"/> 952-123-4567 | <input type="checkbox"/> 5 o'clock | <input type="checkbox"/> two million dollars |
| <input type="checkbox"/> 952.123.4567 | <input type="checkbox"/> 5:00 | <input type="checkbox"/> 2 million dollars |
| <input type="checkbox"/> 5 inches | <input type="checkbox"/> 1 st grade | |
| <input type="checkbox"/> five inches | <input type="checkbox"/> first grade | |

Spell out numbers one through _____.

Commas/Semicolons/Questions

- lions, tigers, and bears (Oxford)
- lions, tigers and bears

Multiple choice questions

- Did you last see him a year ago? Six months? Two weeks? Three days?
- Did you last see him a year ago, six months, two weeks, three days?

"Is that correct/right/true" at end of sentence

- You are leaving Friday; is that correct?
- You are leaving Friday. Is that correct?

"Correct/right/true" at end of sentence

- You are leaving Friday, correct?
- You are leaving Friday; correct?
- You are leaving Friday. Correct?

Answers to questions

- Yes, I was there.
- Yes. I was there.

Miscellaneous

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> E-mail/e-mail | <input type="checkbox"/> Web site |
| <input type="checkbox"/> Email/email | <input type="checkbox"/> web site |
| | <input type="checkbox"/> website |